fdms.gov
Your Agency's Docket Management System

FDMS Version 4.10
Release Notes

Release Date: November 21, 2015

E·GOV

Contents

Release Summary

This release of FDMS 4 focuses on transitioning additional FDMS features from FDMS 3 to FDMS 4, updating the Deduplication Tree to use paging in order to support large numbers of comments, adding additional batch processing capability, addressing several priority Help Desk requests and addressing accessibility tickets. Some of the key features include:

- Summary Module
- Docket Overview Tab
- Work Queue – Pagination and Document Metadata View
- Saving Across Tabs
- Records Overview
- Deduplication – Pagination and Keyword Search Capability
- Search Enhancements
- Docket Tree - Keyword Search Capability
- Flags - option to sort by flag
- Batch Re-Assign
- Attachments – Bulk Import and Delete
- Forgot Password Functionality
- Security – Password Complexity

Summary Module

The Summary Module was previously available in FDMS 3. In FDMS 4, users can access the Summary Module by clicking on the Reports link in the upper right corner. Within the Summary Module, users can select from four user specific options and three agency wide options.

Figure 1 - Accessing the Summary Module through Reports Link
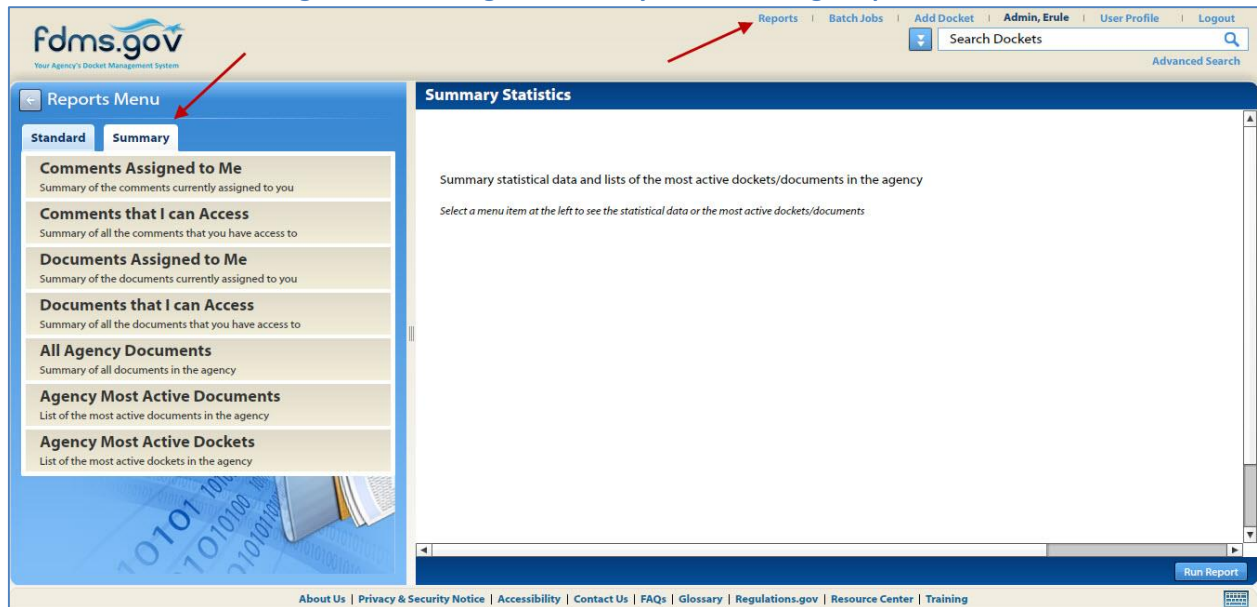
The right panel results will provide users with an organized table sorted by Document Status and Date Received. Each result will be a number that is a link. For the Agency wide Most Active Dockets and Documents options, users will select the timeframe they want included in the output.

Figure 2 - Summary Statistics Output with Links
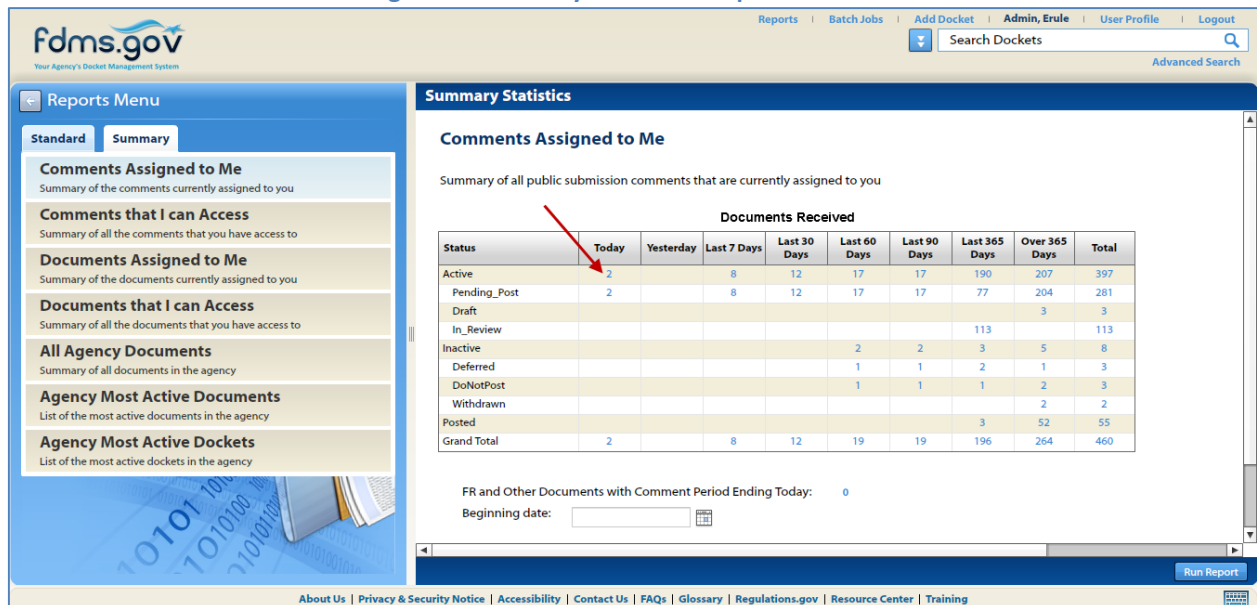
Users can click on the links in the right panel in order to view a list of the relevant Documents in Search Results in the left panel.

Figure 3 - List of Relevant Documents from Summary

Docket Overview Tab

The Docket Overview tab was previously available in FDMS 3 and was transitioned to FDMS 4. The tab includes a snapshot of the contents of the Docket by Phase-Sequence and by Document Type. For more information on what is included in each column, users can hover over the Document count to view the tooltip for that column.

Figure 4 - Docket Overview Tab

Users can click on the links in the right panel in order to view a list of the relevant Documents in Search Results in the left panel.

Figure 5 - List of Relevant Documents from Docket Overview Tab

Work Queue

Pagination

In previous releases, the Work Queue had a limit of 20,000 results. Pagination was added to allow users with more than 20,000 items in their Work Queue to navigate to those additional items.

Figure 6 - Pagination in Work Queue with Total Count

Document Metadata

Users requested a read-only view of Document metadata in the Work Queue in order to review Documents prior to re-assigning. The following tabs were added to the right panel when a user clicks on a Document:

- Document Details
- Optional Details
- Attachments
- Submitter Info - for Public Submissions, Supporting and Related Materials

If a user selects multiple Documents, the tabs will be disabled.

<p align="center">Figure 7 - Read-Only Document Tabs in the Work Queue</p>

Saving across tabs

On the Docket Management and Document Management tabs, if a user makes a change to the metadata and clicks another tab without saving the changes, they will receive a notification popup. The popup will ask the user if they would like to discard the changes and proceed or to return to the tab to save the changes. If a user navigates away from that Docket or Document, they will not receive the notification popup.

Figure 8 - Notification Popup for Unsaved Changes
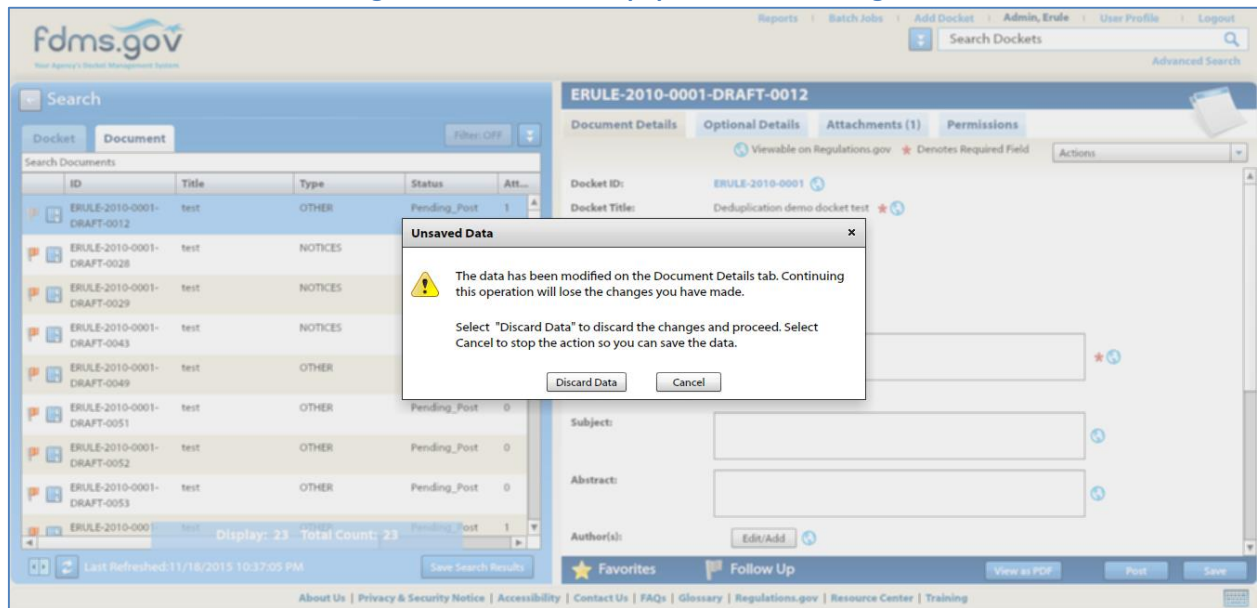
Records Overview

For Records agencies, the Records Overview will be included as part of the *Docket Contents by Phase-Sequence* table on the Docket Overview tab. This table will include the Records Overview information that was included in the Records Retention tab in FDMS 3.
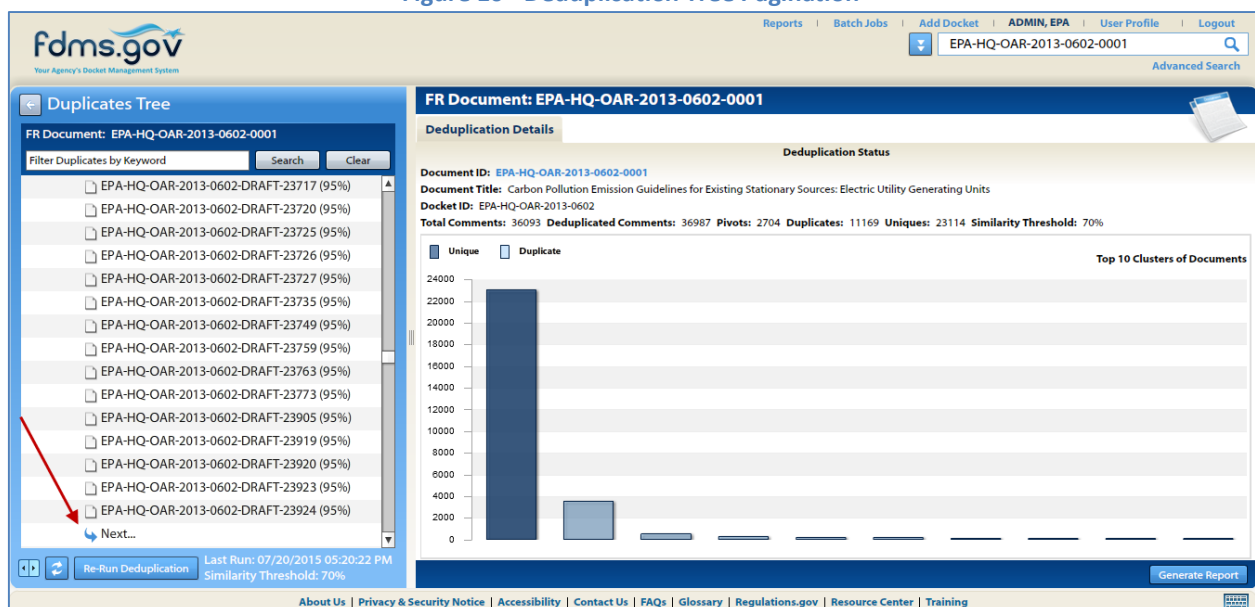
Figure 9 - Records Overview Information
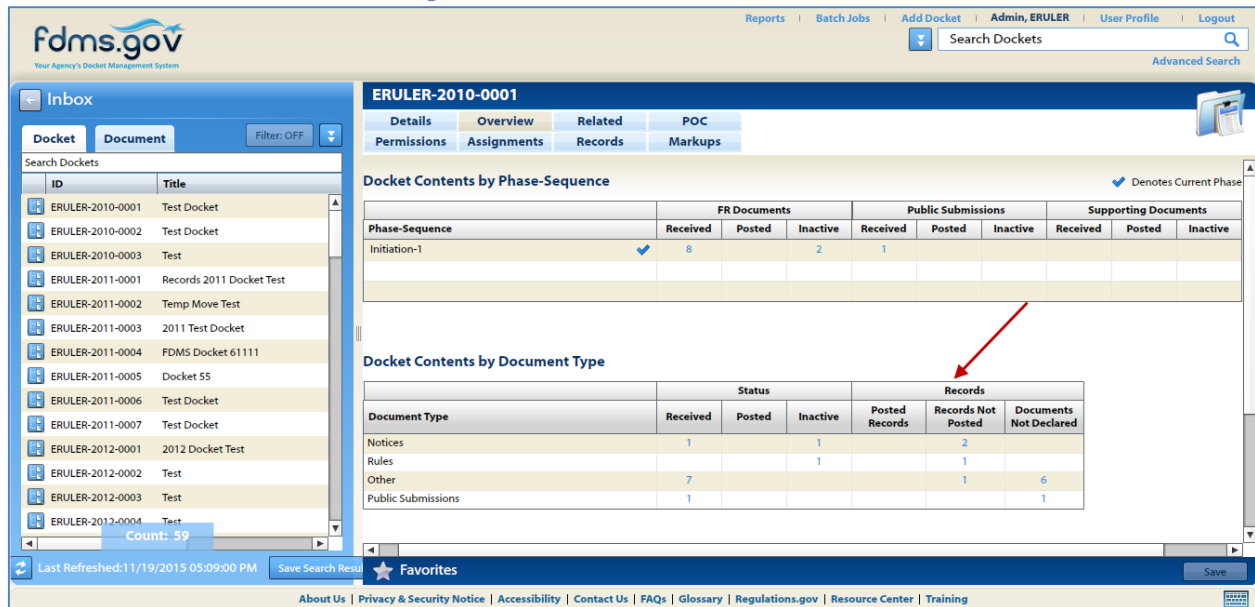
Deduplication

Pagination

Paging was added to the Deduplication Tree to improve performance and usability. Users can select the *Previous* and *Next* links to navigate through the list of Documents.

Figure 10 - Deduplication Tree Pagination

Keyword Search Capability

Users can search the following fields on the Deduplication Tree:

- Document ID
- Title
- Abstract
- Submitter First Name
- Submitter Last Name
- Document Legacy ID

Figure 11 - Deduplication Tree Keyword Search
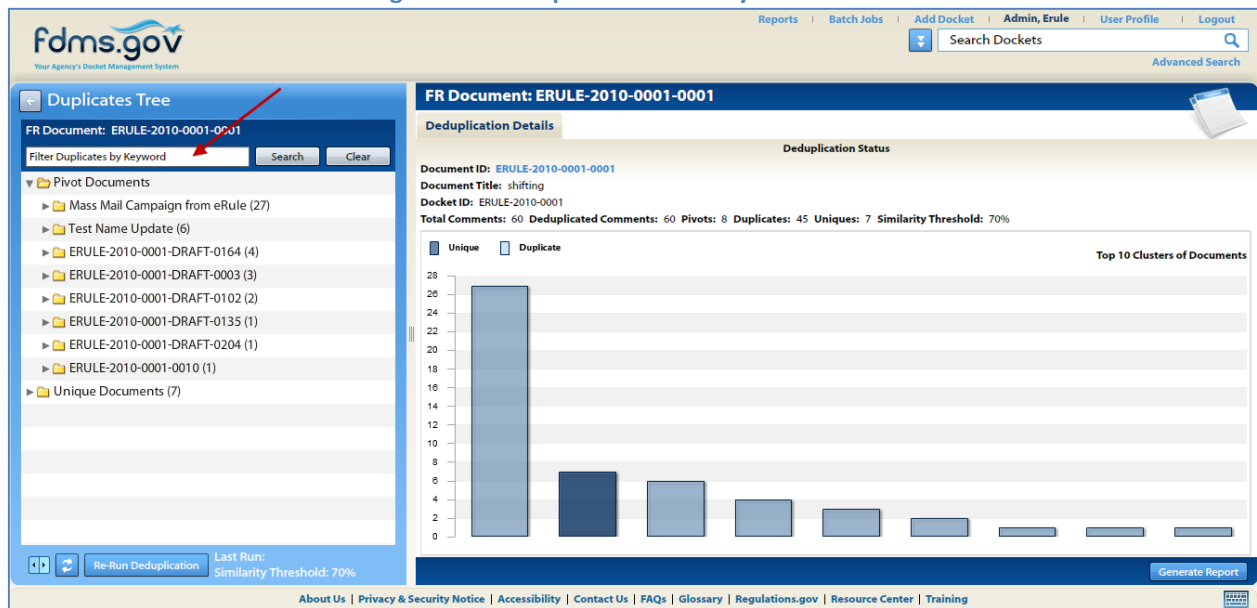
Search Enhancements

Total Count

The ability for users to include a total count with the search results was added to both the Quick Search and the Advanced Search.

If a user performs a Quick Search by full or partial Docket/Document ID, the total count will be included in the Search Results in the left panel. If a user searches by Keyword, the total count will not be included due to technical limitations with returning an accurate total count based on keyword.

Figure 12 - Quick Search Total Count Option

Figure 13 - Advanced Search Total Count Option

Choosing to include the total count will provide users with an accurate count of possible results regardless of the number of results displayed.

Figure 14 - Including Total Count In Search Results

Exclude Migrated Documents

The ability to complete a search excluding migrated Documents is available in the Advanced Search. Migrated Documents are legacy Documents that were entered into FDMS through the backend by the FDMS Team as part of the Agency's Go-Live process when that agency started participating in FDMS. Users can check the checkbox to *Exclude Migrated Documents* and enter any other desired search criteria to complete a search.

Figure 15 - Exclude Migrated Documents

Docket Tree - Keyword Search Capability

The Keyword Search capability was added to the Docket Tree for the following fields:

- Document ID
- Title
- Abstract
- Subject
- Submitter Info's Last Name and First Name
- Legacy ID

Figure 16 - Docket Tree Keyword Search

After entering search criteria and clicking *Search* the tree will change to a Results folder to provide the user with a list of relevant results.

Figure 17 - Keyword Search Results Folder

Flags - option to sort by flag

All users now have the ability to sort by Flag in the left panel results screens. Clicking the column header above the flags will sort by which Documents are flagged. Users can change whether they would like the flagged Documents to appear at the top of the results list or the bottom of the list by clicking the column header again.

Figure 18 - Sorting by Flag Option
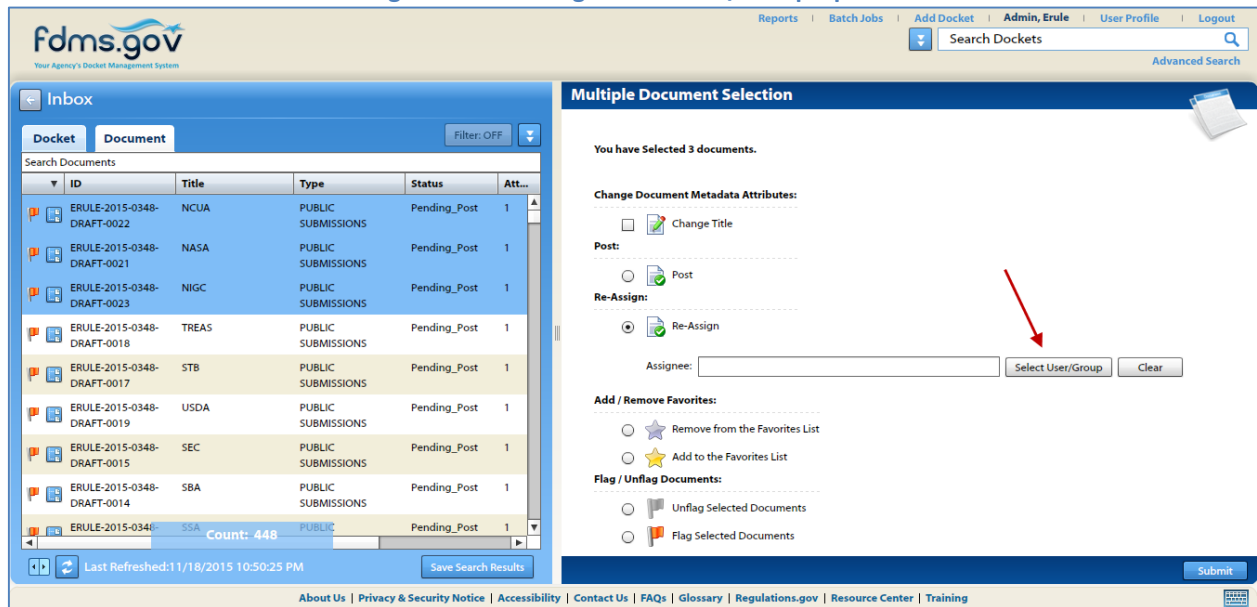
Batch Re-Assign

The Batch Re-Assign capability is available on all Batch Options screens for users with the appropriate permissions.

Figure 19 - Batch Re-Assign Option
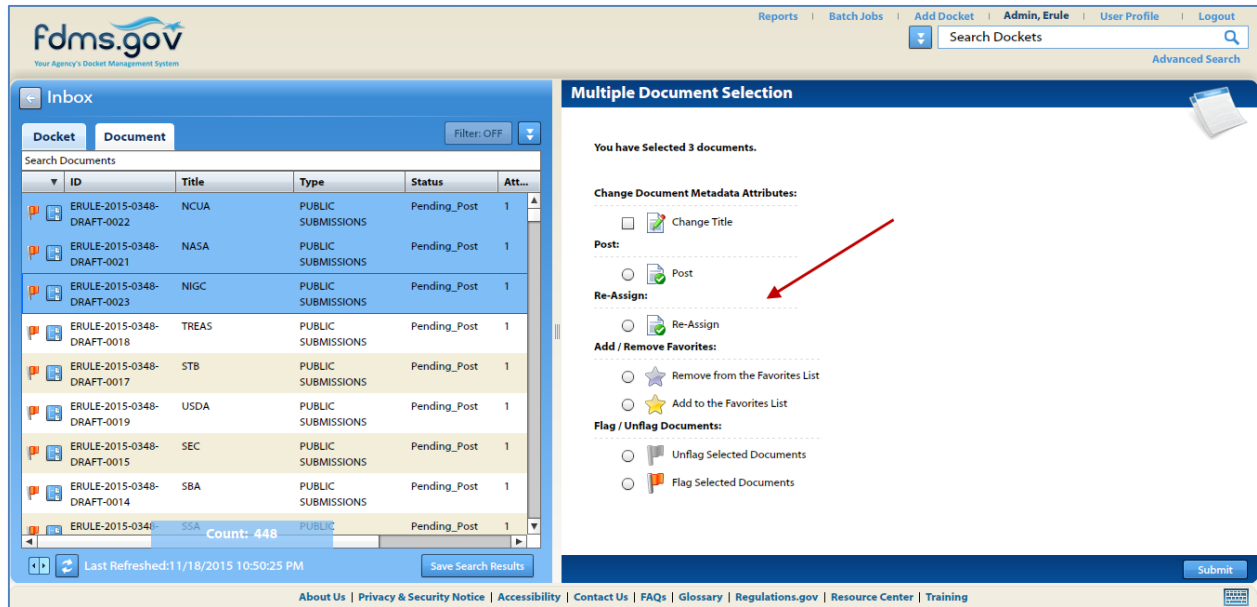
Clicking on the radio button for Re-Assign will display the option to Select User/Group or Clear if a user selects the incorrect user.

Figure 20 - Re-Assign Select User/Group Option

Clicking the option for Select User/Group will bring up the same options that users see when Re-Assigning on an individual Document.

Figure 21 - Select a User or Group Popup Window
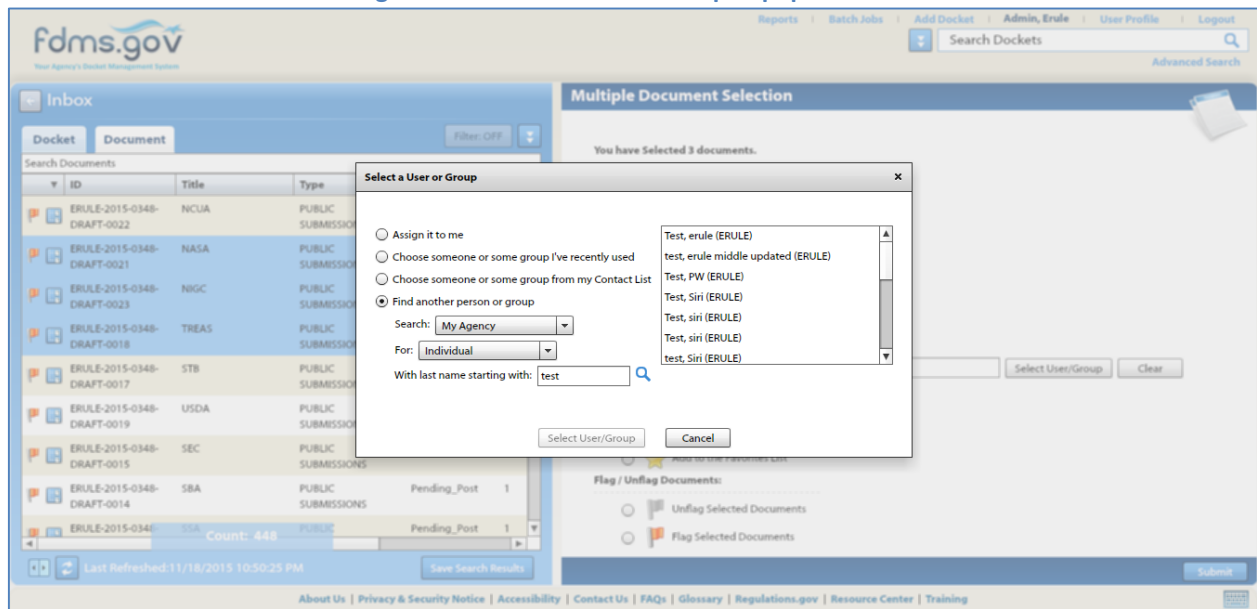
After selecting a user from the popup window, the selected user will show in the Assignee textbox.

Figure 22 - Selected User in Assignee Textbox

In order to process the batch job, the user must click *Submit*. If the user no longer wants to re-assign the Documents to that user, they can click the *Clear* button.
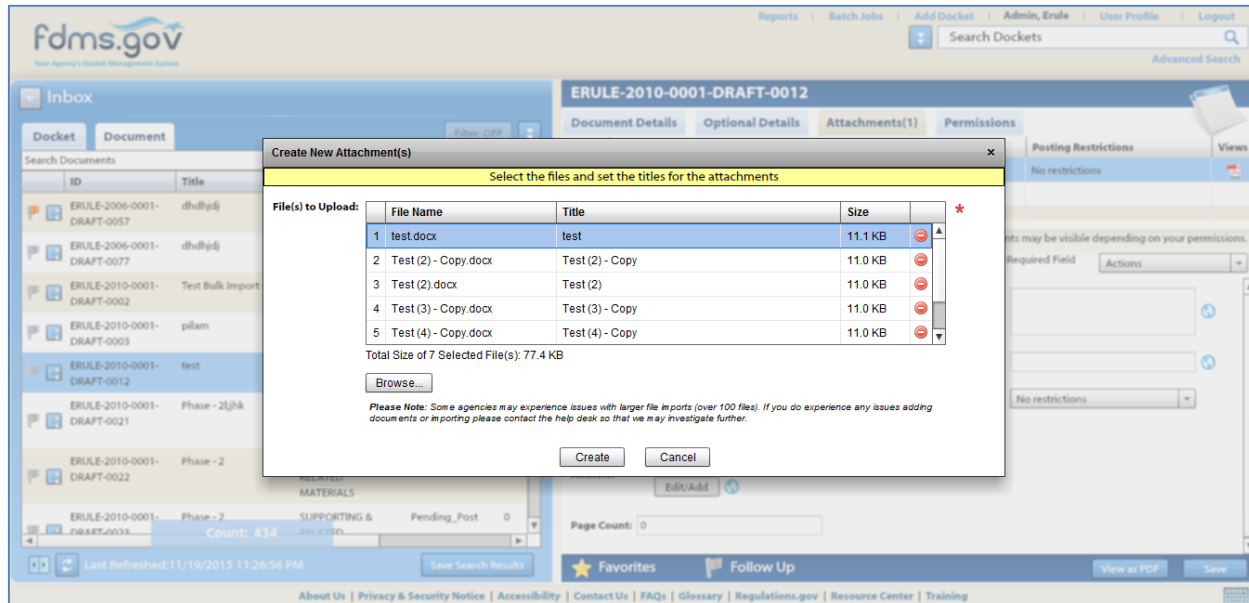
Attachments

Bulk Import

Users can Bulk Import Attachments from the Attachments tab. To Bulk Import Attachments, the user will click on the *Add Attachments* link above the Attachment metadata.

Figure 23 - Add Attachment Link

Users can select one or multiple files to add as Attachments to the Document.

Figure 24 - Create New Attachment(s) Popup

Delete

Users have the ability to delete Attachments that are not posted from the Attachments tab. Users can delete the Attachments one at a time through the *Actions* dropdown menu.

Figure 25 - Attachments Actions Dropdown Menu

Forgot Password Functionality

The Forgot Password Functionality was moved from FDMS 3 to FDMS 4. Users can access the functionality from the Login page by clicking on the *click here for help* link.

Figure 26 - Forgot Password Functionality

Users will start by entering their username and clicking *submit*.

Figure 27 - Enter Username for Forgot Password Functionality

The application will then ask the user to answer the three security question selected in the user profile. Answering any of the questions wrong will not allow the user to continue with the password reset. The user will need to contact their Agency Administrator for assistance.

Figure 28 - Security Questions from User Profile

If the security questions are answered correctly, the user will receive a message that an email will be sent to the email address specified in their User Profile. Once the email is received, the user can click on the link in the email which will direct them to a screen to reset their password. If the user receives a message during password reset that the account is locked due to inactivity or password expiration, the user will need to contact their Agency Administrator for assistance.
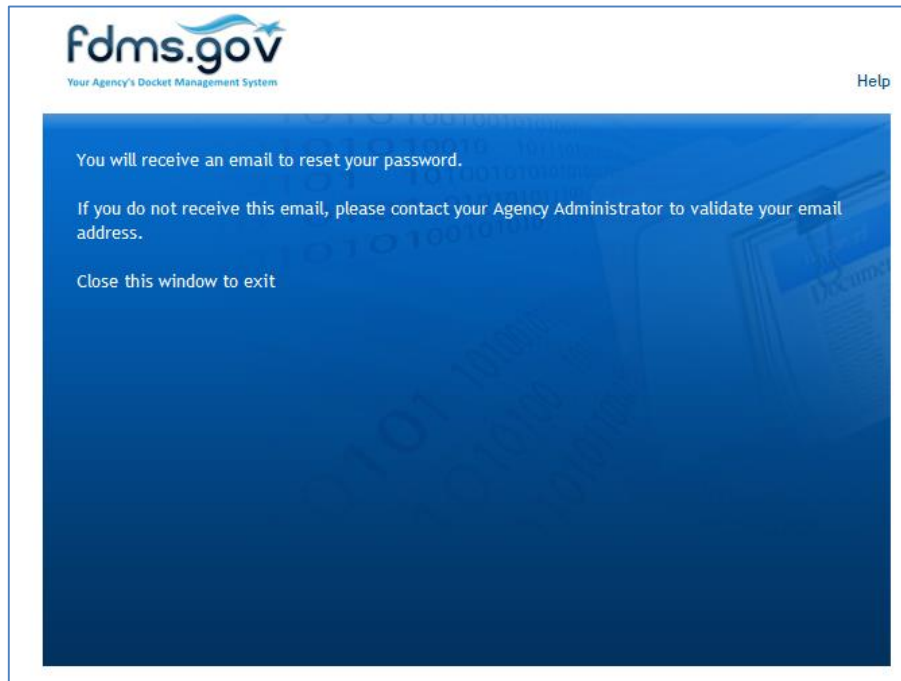
Security – Password Complexity

As a follow-on item from the security updates addressed in the FDMS 4.9.1 Release, the system now enforces minimum password complexity of 12 characters with one (1) upper case letter, one (1) number, and one (1) special character.

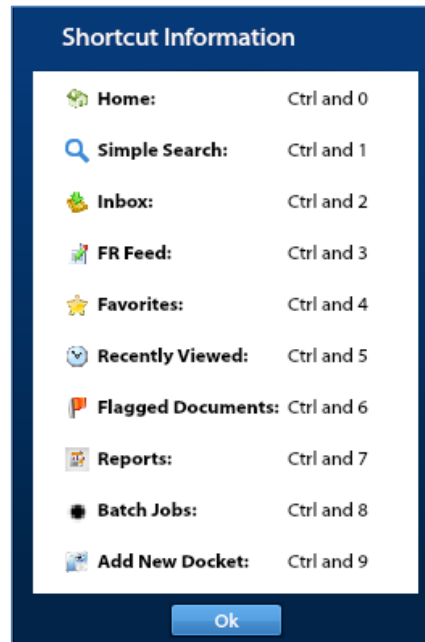**Figure 30 - Password Complexity Requirements Tooltip**

Additional Enhancements

Accessibility

- Three new accessible shortcuts were added to the application:
  - Reports Ctrl + 7
  - Batch Jobs Ctrl + 8
  - Add a Docket Ctrl 9

Figure 31 - Accessibility Shortcuts

- Users can close popups using the *esc* button on their keyboard.

Password Lockouts

To assist Agency Administrators with identifying the reason a user cannot login to FDMS, accounts that are locked out because of more than 5 consecutive invalid login attempts show in the Lockouts Tab. The status for these accounts will show as *Locked (Invalid Logins)*. The Agency Administrator can reset the account during this time. If the 30 minute lockout expires, the account will no longer show in the lockout tab and the user should be able to login successfully. If the user needs their password reset and the account no longer shows in the Lockouts tab, the Agency Administrator can do so through the User Profile.
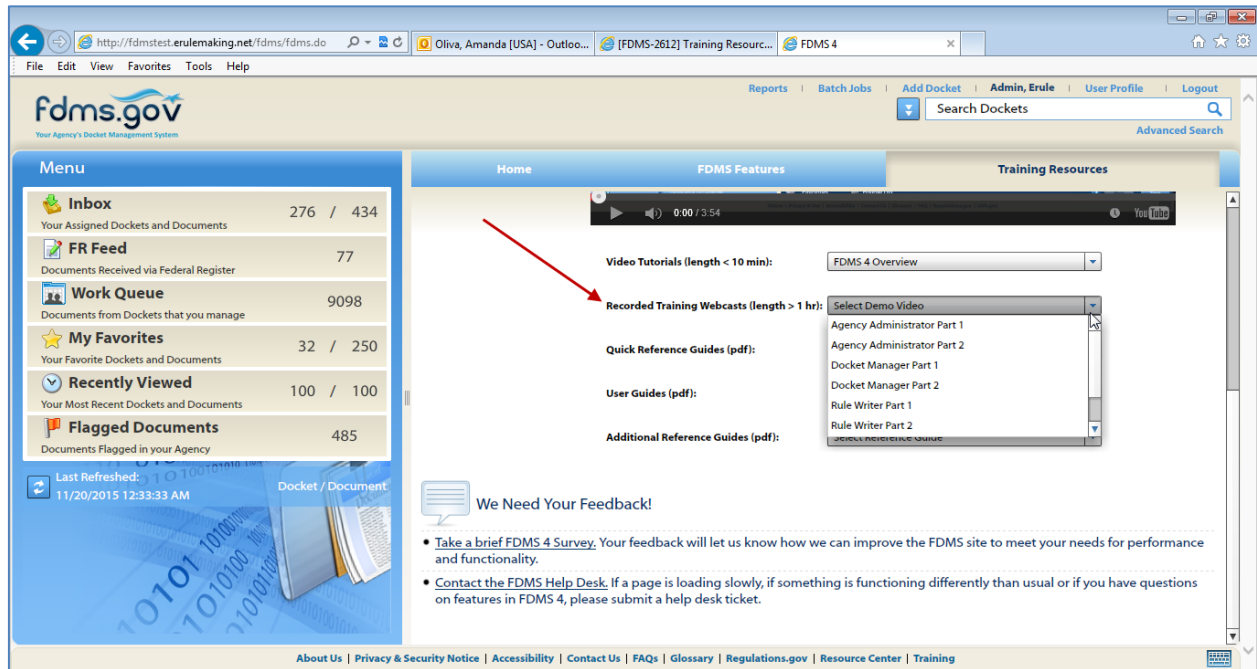
Figure 32 - Agency Administration Lockouts Tab

Training Resources – Updated Webcasts

The webcasts on the Training Resources tab were updated with more recent webcasts. These webcasts are each two parts and will open and play in a new window.

Figure 33 - Updated Training Webcasts

Updated User Guides were added to the Training Resources tab.

Reports

The Reports Menu was divided into three tabs for usability purposes:

- Standard
- Records (only Records Agencies will see this tab)
- Summary

Figure 34 - Reports Menu Tabs

Attachment Count for Restricted Documents

When a user accesses a restricted Document for another agency, the Attachment count may be different than the number of Attachments the user has permissions to view. A note was added to this screen to let users know that "Not all Attachments may be visible depending on your permissions."

Figure 35 - Attachments Screen Message

Past 24 Password Generation Message

The message was updated for users that try to change a password to one of their past 24 password generations. The message was updated to read:

"Password Change Failed! The New Password cannot match any of your past 24 passwords. Please enter another value and try again."

Defects Addressed

Docket POC

When a user created a new POC with an apostrophe in the name, the POC was added to the list. When the *Save* button was clicked, the POC was removed from the list. That POC was also removed from the agency wide POC list. Searching for the POC did not return a result. If an existing POC was updated with an apostrophe in the name, the user received a null pointer error. This issue was corrected the names now save properly to the POC list.

Group by Date Received Folders on Docket Tree

When a user grouped a Docket Tree by Date Received, the folder names were not representative of what was included in that folder. The titles of the folders in the left panel were updated to provide users with an accurate representation of what is included in the folder. The right panel titles were also updated to show that the right panel view is a cumulative count of Documents for a time period.

Figure 36 - Folder Names for Group by Date Received Folders

Non-Standard Docket Permissions

There was a bug in the way the Assigned Docket Manager (ADM) and Assigned Rule Writer (ARW) were set when the Docket was using non-standard permissions. The issue only occurred when the ARW was changed from a blank value. This issue was corrected in the backend of the application.

Email Format Validation

The email fields were not validating the correct email address format for the User Information email field or the Supervisory POC Information email field. The appropriate validations were added and provide users with a message if the email address format is incorrect.

Figure 37 - Email Address Format Validation

Known Issues

There are no Known Issues to report as a result of this release.